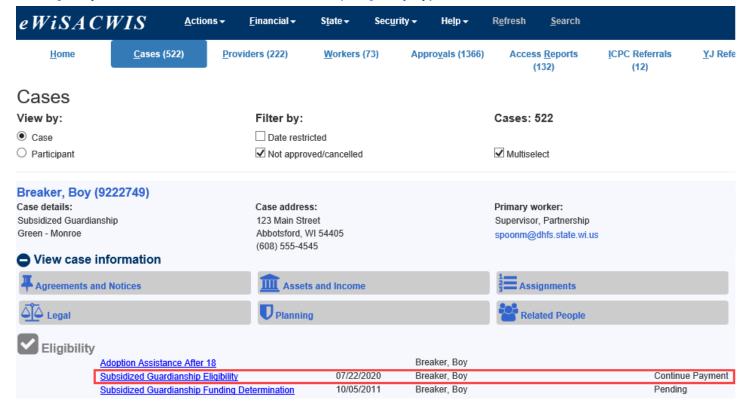
## **Ending a Subsidized Guardianship**

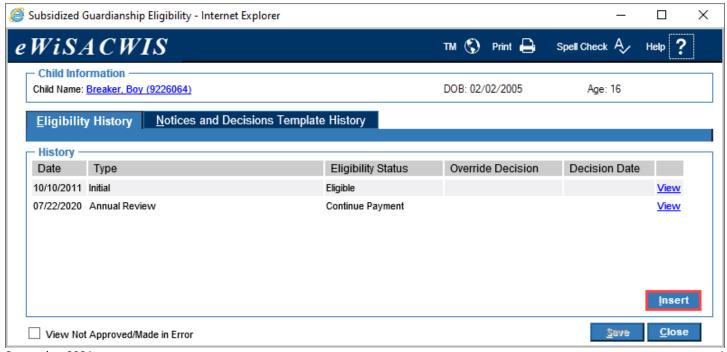
Note: To end a Subsidized Guardianship, assignment to the case is needed.

**Note:** When the child's Subsidized Guardianship Eligibility Determination is approved with a status of Terminate, the ending of the agreement and service are automated.

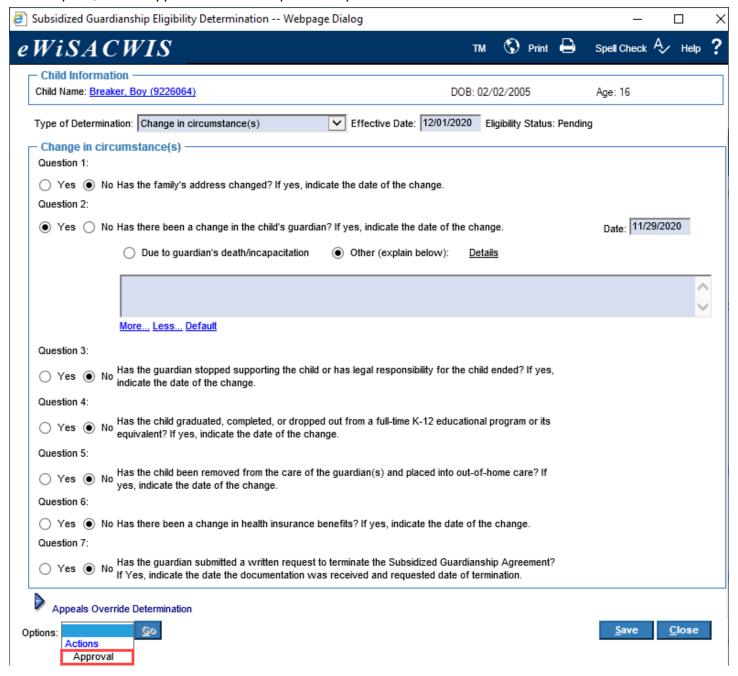
1. From your desktop, select the Cases tab. Select View case information for the specific case. Select Eligibility and click the <u>Subsidized Guardianship Eligibility</u> hyperlink.



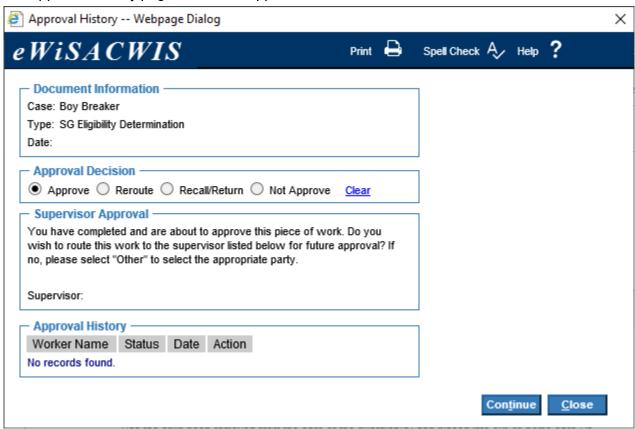
2. On the Subsidized Guardianship Eligibility page, click the Insert button.



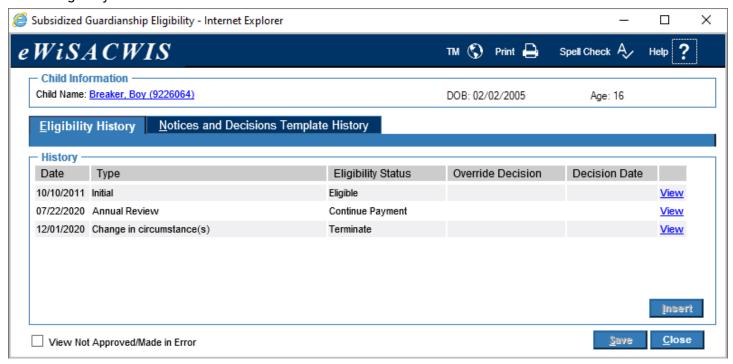
3. On the Subsidized Guardianship Eligibility Determination page, select 'Change in circumstance(s)' or 'Annual Review' from the Type of Determination drop-down. Enter the Effective Date, answer the change in circumstance(s) or annual review questions, and enter details in any required fields as applicable. Once complete, select 'Approval' form the Options drop-down and click the Go button.



4. On the Approval History page, select the Approve radio button and click Continue.

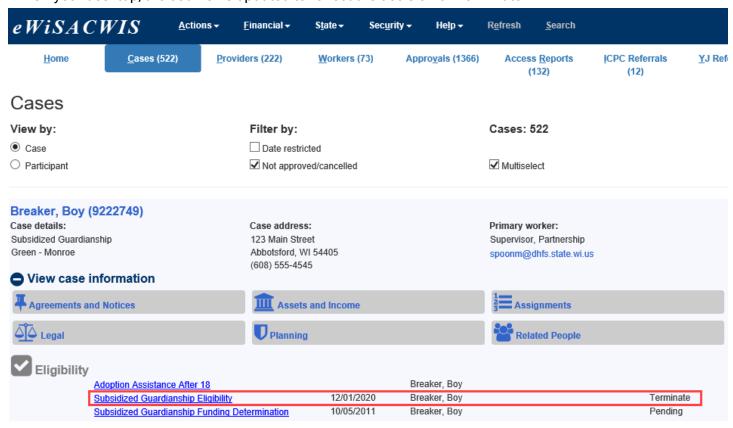


- 5. Back on the Subsidized Guardianship Eligibility Determination page, click Save and then Close.
- 6. On the Subsidized Guardianship Eligibility page, the Eligibility History tab displays the newly added row with an Eligibility Status of Terminate.



**Note:** If the eligibility has been terminated in error, see the Reopening a Subsidized Guardianship Agreement Ended in Error User Guide.

7. On your desktop, the outliner is updated to reflect the decision of Terminate.



**Note:** Supervisor approval of the decision is needed prior to task generation and payment being affected.

**Note:** The guardian can appeal the decision to terminate Subsidized Guardianship payments. If there is an appeal, the termination should not be approved until a decision is made by the Division of Hearings and Appeals.

**Note:** Once the 'Terminate as of' date is in the past, a weekly financial process ends the agreement, service, and associated amendment, if applicable.

8. Once the weekly process is complete, the Subsidized Guardianship case can be closed. See the Case Closure Process User Guide.